

WORK READINESS CHARACTERISTICS

Minimum characteristics needed to meet business needs in Missouri

Characteristic	Description
Work Ethic	Be responsible and committed to doing a task well or doing a good day's work. This includes being punctual for work, being prepared to work productivity and not looking for ways to cut corners at the expense of quality. It also includes a sense of self-accomplishment and gratification that comes from knowing you did the job right the first time and it's done well. A willingness to ensure that commitments made are kept.
Honesty	A truthful approach in all actions. A willingness to recognize faults or weakness.
Communication Skills	Reading skills, verbal (oral) skills, writing skills, and listening skills. The ability to read, interpret and empathize. The ability to convey thoughts, ideas and concerns to others. The ability to understand what others are communicating and clarify that understanding. It includes an ability to diagnose an audience in order to share information that is understandable and appropriate to the audience.
Willingness to Learn	A willingness to be open to learning new concepts, ideas, or other ways of doing things. A desire or curiosity to want to know more. Disciplined and organized in the thinking process.
Dependability	A willingness to ensure that promises are kept, deadlines are met, so that integrity can be established. It includes a demonstration of follow-through on commitments so that others can rely on the individual
Teamwork	Approach job responsibilities with a sense of team commitment. Realization of greater strengths as a team and recognizing and fulfilling your role.
Flexibility or Adaptability	Being open to change. A willingness to learn new ways and new technology.
Basic Problem Solving	Exploring and examining options and outcomes. Reviewing possible outcomes to determine the best course of action.
Entrepreneurial Inclination	The ability to act independently, to take ownership of a task, be creative, tot take a risk and be responsible for possible outcomes. Use initiative to see what needs to be done and do so without constant, direct supervision.
Goal Setting	The ability to set goals and achieve them. Includes the ability to monitor ones own progress and evaluate the end product.
Basic Number Functions	Basic number skills such as adding, subtracting, multiplying and dividing accurately.
Focus on Health and Wellness	Demonstrate health, fitness and good personal hygiene.
Respect for Self and Respect for Others	Develop and demonstrate positive self-esteem. Appreciate the diversity in others and recognize the value of different viewpoints. Provide the "customer service" to others that you would like to receive.
Appropriate Education and Experience	Education and experience that is appropriate to the job level and to the environment. This will vary from industry to industry and job to job.